



Reservoirs (Scotland) Act 2011

New Reservoir Manager Notification Form

**Please return completed form to:
Reservoir Regulatory Unit
Scottish Environment Protection Agency
Strathallan House
Stirling
FK9 4TZ**

The Data Protection Act 1998

The Scottish Environment Protection Agency (SEPA) is responsible for protecting and improving the environment (including managing natural resources in a sustainable way). SEPA also has a duty (except where it would be inconsistent with protecting and improving the environment) to contribute to improving the health and wellbeing of the people of Scotland and contribute to achieving sustainable economic growth.

The information provided will be processed by SEPA to deal with your registration, to monitor compliance with the legislation and for maintaining the relevant public register(s).

We may also process and/or disclose it in connection with the following:

- offering/providing you with our literature/services relating to environmental affairs
- consulting with the public, public bodies and other organisations (e.g. Health and Safety Executive, Local Authorities, Emergency Services, Scottish Government) on environmental issues
- carrying out statistical analysis, research and development on environmental issues
- providing public register information to enquirers
- investigating possible breaches of environmental law and taking any resulting action
- preventing breaches of environmental law
- assessing customer service satisfaction and improving our service.

We may pass it on to our agents/representatives to do these things on our behalf.

Data Protection Act Registration Number – Z6161946

You should ensure that any persons named on this form are informed of the contents of this Data Protection Notice.

This form should be used to notify SEPA of a new Reservoir Manager at a controlled reservoir that is already registered with us.

If your notification relates to a new Reservoir please use the New Reservoir Registration Form

If you have any queries regarding this form please contact SEPA's Reservoir regulatory Unit by email reservoirs@sepa.org.uk or telephone 03000 996699.

The legislation places certain duties and responsibilities on Reservoir Managers, information can be found in "Guidance for reservoir managers on the management of controlled reservoirs" which is available on our website at www.sepa.org.uk/reservoirs along with further information, guidance documents and briefing notes.

Guidance to complete the form:

Section 1 Reservoir Details	
Registration Number	This is a number prefixed by RES/R/, SEPA has provided this number to the previous Reservoir Manager.
Section 2.1 Reservoir Manager	
Reservoir Manager or Nominated Reservoir Manager	A Reservoir Manager is any person, including an organisation that manages or operates or owns a reservoir or any part of it. There can be more than one Reservoir Manager for each reservoir. Reservoir Managers have ultimate responsibility for the safety of their reservoirs. They are responsible for ensuring compliance with the requirements of the Reservoirs (Scotland) Act 2011 and could be subject to enforcement action should there be any non-compliance. If you are unsure of the implications of being a Reservoir Manager please seek legal advice. If there is more than one Reservoir Manager of a reservoir then SEPA would prefer you to nominate one of them to act as SEPA's main contact. This person will be the Nominated Reservoir Manager.
Emergency contact phone number	Please provide a number where you can be contacted outside of normal operating hours. This is important to enable SEPA to contact the Reservoir Manager in an emergency situation.
Section 2.2 Contact Details for Correspondence	
Further contact details for Correspondence	Please provide further contact details for general correspondence where these are different from the details given in Section 2.1. This is important where the Reservoir Manager is a company, partnership or other organisation because it allows you to provide us with a named person to contact.
Section 2.3 Further Contact Details for Billing	
Further Contact Details for Billing	If billing details differ from those provided you should provide further contact details for billing purposes here
Sections 2.4 Address for Notices	
Address for Notices	There are certain notices that SEPA may serve on you under the Reservoirs (Scotland) Act 2011. Normally these will be sent to the address provided at 2.1. Please confirm here if that is the case or provide an alternative address where notices will be accepted on your behalf.

1.0 Reservoir Details		
1.1 Reservoir Name		
1.2 Registration Reference Number	RES/R/	
2.0 New Reservoir Manager Details		
2.1 Reservoir Manager		
If there are multiple new Reservoir Managers please submit a form for each Reservoir Manager		
Name of New Reservoir Manager		
Address (for a corporate body or partnership this is the registered or principal office address)		
Postcode		
Email		
Phone number		
Mobile phone number		
Emergency contact phone number		
The New Reservoir Manager is: (please circle)	Company or other Corporate Body	Individual
	a Partnership	Other (please specify)
2.2 Contact Details for correspondence		
This is important where the new reservoir manager is a company, partnership or other organisation because it allows you to provide us with a named person to contact.		
Contact name (if organisation)		
Address		
Postcode		
Email		
Phone number		
Mobile phone number		
2.3 Address for Notices		
There are certain notices that SEPA may serve on you under the Reservoirs (Scotland) Act 2011. Normally these will be sent to the address provided in Section 2.1 above.		
Do you want Notices to be sent to the address provided at 2.1 above? (please circle)	Yes	No
If No please specify an alternative address where notices will be accepted on your behalf below:		
Address		
Postcode		

2.4 Contact Details for Billing	
Please provide contact details for Billing or state “As Section 2.1”	
Full name (individual or organisation)	
Address	
Postcode	
Email	
Phone	
Mobile phone	
3.0 Date of appointment (Please specify the date the change was/will be effective from	
Date (DD Month YYYY)	

Please note that reservoirs designated as High or Medium risk require a Supervising Engineer to be appointed at all times, even when there is a change of Reservoir Manager. If the Supervising Engineer has changed please use our ‘Notice of Appointment of Supervising Engineer’ Form to notify SEPA.

As a Reservoir Manager, it is your responsibility to ensure that all information SEPA holds for the reservoir is accurate and up to date. If other details of the registration have changed please use the “*Notification of change to registered controlled reservoir details*” form to notify SEPA without delay.

4.0 Signature and Declaration

<p>The Reservoir Manager identified on this form must sign below.</p> <p>Please note that it is an offence under Section 17 of the Reservoirs (Scotland) Act 2011 for a person to fail to notify SEPA of their becoming a Reservoir Manager. It is also an offence for a Reservoir Manager, in relation to the registration requirements, to:</p> <p style="padding-left: 40px;">Knowingly or recklessly give information which is false or misleading in a material respect.</p>			
Signature of Reservoir Manager		<p>Please note that the Reservoir Manager must sign the declaration themselves, even if an agent is acting on their behalf as registration contact. For registrations from a company or other corporate body the individual(s) signing should be duly authorised to sign on behalf of the company or corporate body. Registrations from a Scottish partnership must be signed by a partner of that partnership or a person authorised by the partnership to sign on its behalf. If more than three Reservoir Managers signatures are required then please copy this form.</p>	
Declaration (*delete as appropriate):		<p>*I/We certify that the information in this notification is correct.</p> <p>*I/We specify the address given at 2.1 and/or 2.4 above as the address at which</p> <p>*I/We will accept service of any statutory notices served under the Reservoirs (Scotland) Act 2011</p>	
Signature:		Name:	
Position:		Date:	